

CITY OF BELMONT APPLICATION FOR BUSINESS LICENSE

**INSTRUCTIONS**

1. Complete Sections I, II, and III of this form.
2. Calculate tax due and attach payment.
3. Submit application to City of Belmont.

I. GENERAL INFORMATION

Business Name: _____ **Business Start Date:** _____

Business Address: _____ **Phone #:** _____

City: _____ **State:** _____ **Zip Code:** _____

Mailing Address (if different than above): _____

City: _____ **State:** _____ **Zip Code:** _____

Resale Permit #: _____

Type of Ownership: Sole Proprietorship Partnership Corporation

If Sole Proprietorship: Social Security #s: 1) _____ 2) _____

If Partnership or Corporation: Federal Employer I.D. #: _____

List Owners, Partners, Corporate Officers: Name, Home Address and Phone Numbers:

1) _____
Name Title CA Drivers License #

Street Address City State Zip Code Phone

2) _____
Name Title CA Drivers License #

Street Address City State Zip Code Phone

List Number of Employees: Full Time _____ Part Time _____

II. NATURE OF BUSINESS

Describe the type of business: _____

Is your business: **Commercial** (Complete Section A and B) or **Home-based** (Complete Section B)

SECTION A – COMMERCIAL PROPERTY INFORMATION (If Commercial, complete the following):

Are you renting this business property: Yes No

If rented, name of property owner or management company: _____

Address: _____ **Phone No.:** _____

How much space will Total number of Number of spaces
your business occupy: on-site spaces: reserved for your use: _____

List the other businesses located on this property: _____

Are the premises vacant? Yes No If vacant, for how long: _____

What business previously occupied this space:

Name: _____ **Type of business:** _____

Do you have an alarm system?: Yes No If yes, is it: Audible Silent

Alarm Company's Name: _____ Phone #: _____

Alarm Company's Address: _____

Please list those persons authorized to be contacted in the event of an emergency:

1) _____
Name Title

Home Address Phone

2) _____
Name Title

Home Address Phone

(This information is confidential and will be used only in the event the Belmont Police Department requires emergency contact. If any of this information should change, we would appreciate your contacting the Police Department immediately.)

Describe any painting, remodeling, carpentry, plumbing, electrical, or mechanical work to be performed or signs you plan to install: _____

Are you purchasing the building?: Yes No

Do you plan to:				Weld	Yes	No				
Store or use chemicals	Yes	No		Woodwork	Yes	No				
Store or use flammable				Spray Paint	Yes	No	Store in high piles	Yes	No	
or combustible liquids	Yes	No		Cook	Yes	No	Fabricate semiconductors	Yes	No	

SECTION B – SPECIALIZED BUSINESSES (for BOTH Commercial AND Home-based):

If NONE of the below business classifications applies, go to Section III – Approvals.

Solicitor Massage Establishment/Technician
Complete Section III-Approvals
and contact Police Department at (650) 595-7400

Real Estate Agent/Broker No. of agents/brokers____

Coin-operated machines No. of machines____

Gas Station No. of pumps____

Taxicab No. of cabs____

Delivery truck No. of trucks____

Contractor/Subcontractor (complete Section D)

Rental of residential or commercial property (complete Section C)

SECTION C – RENTAL OF RESIDENTIAL OR COMMERCIAL PROPERTY

Addresses of Belmont Apartments Owned:

1) _____ No. of Units _____ Parcel No. _____

2) _____ No. of Units _____ Parcel No. _____

3) _____ No. of Units _____ Parcel No. _____

Is property managed by someone other than owner(s)? Yes No **If yes**, please provide the following information:
Mgmt. Co. Name _____ Principal Contact _____**SECTION D – CONTRACTOR/SUBCONTRACTOR**

CA Contractor's State License No: _____ Class: _____

CALIFORNIA BUSINESS & PROFESSIONS CODE Division 3, CHAPTER 9 (CONTRACTORS LICENSE LAW)**Section 7031.5.** Each...City which requires the issuance of a permit as a condition precedent to the construction, alteration, improvement, demolition or repair of any building or structure shall also require that each applicant for such a permit file as a condition precedent to the issuance of a permit statement which he has prepared and signed stating that the applicant is licensed under the provisions of this Chapter (Contractors License Law), giving the number of the license and stating that it is in full force and effect, or, if the applicant is exempt from the provisions of this Chapter, the basis of the alleged exemption.**Section 7033.** Every city...which requires the issuance of a business license as a condition precedent to engaging, within this Chapter (Contractors License Law), shall require that each licensee and each applicant for issuance or renewal of such license shall file, or have on file, with such city..., a signed statement that such licensee of applicant is licensed under the provisions of this Chapter and stating that the license is in full force and effect, or, if such licensee or applicant is exempt from the provision of this Chapter, he shall furnish proof of the facts which entitle him to such exemption.**CONTRACTOR'S STATEMENT THAT HE IS LICENSED
UNDER PROVISIONS OF CONTRACTORS LICENSE LAW OF THE STATE OF CALIFORNIA**

Pursuant to the provisions of Section 7031-5 and 7033 of the Business and Professions Code of the State of California,

Name of Company_____
Address of Company_____
City, State and Zip Code_____
Telephone_____
Corp., LLC., Partnership, LLP., Sole Prop.

does hereby state that he (they) is (are) licensed under the provisions of the Contractors License Law* (Chapter 9 of the Division 3 of the Business and Professions Code of the State of California) to engage in the following business:

And that the number of said State License is _____ and that said license is in full force and effect. The foregoing statements are declared to be true under penalty of perjury.

Dated this _____ Day of _____, 20____

Signature Title**III. APPROVALS**

The issuance of a business license does not exempt you from any of the fire department, police, city building, or zoning requirements. Your business will be inspected by the Fire Department within 30 days.

I, the undersigned, hereby agree to meet the requirements of the South County Fire Department and the City of Belmont or I will forfeit my business license upon request from the Finance Department.

Applicant's Signature Date**For Official Use Only**_____
South County Fire Authority Approval Date_____
Community Development Department Approval Zoning Date

CITY OF BELMONT CALCULATION OF TAX DUE

**INSTRUCTIONS**

1. Complete Application for Business License.
2. Calculate taxes due and submit payment.

I. GENERAL INFORMATION

BUSINESS NAME: _____

II. CALCULATION OF TAXES DUE

REFER TO PAGE 4 FOR TAX SCHEDULE

TAX YEAR	BASE TAX (A)	CALCULATION OF VARIABLE TAXES ⁽¹⁾		TOTAL (D = A + C)
		QUANTITY (B)	VARIABLE TAX (C) = B x Tax Rate	
July 1, 2005 - Present				
PENALTIES (D x 25%) ⁽²⁾				
PAY THIS AMOUNT ➡				

- (1) VARIABLE TAXES ARE BASED ON QUANTITY AND INCLUDE EMPLOYEES, PARKING SPACES, AGENTS/BROKERS, GAS PUMPS, COIN-OPERATED MACHINES, TRUCKS, AND TAXICABS.
- (2) PAST DUE AMOUNTS BEAR PENALTIES OF 25%. FAILURE TO OBTAIN LICENSE AND PAY TAX MAY RESULT IN PENALTIES.

III. CERTIFICATION

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION CONTAINED HEREIN IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, A TRUE AND COMPLETE STATEMENT.

SIGN HERE:

 Signature of Owner or Authorized Representative

 Date

IV. PAYMENT

CASH, CREDIT CARDS, AND CHECKS ACCEPTED

<p><u>Make Checks Payable to:</u></p> <p style="text-align: center;"><u>City of Belmont</u></p> <p>Finance Dept/Business License Division One Twin Pines Lane, Suite 100 Belmont, CA 94002 (650) 595-7436</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> Visa MasterCard </div> </div> <p>Card Number _____</p> <p>Exp. Date _____</p> <p>Signature _____</p> <p>Cardholders Name (print) _____</p> <p>Amount Paid _____</p>
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V. TAX SCHEDULE

Effective July 1, 2005

CATEGORY	FY 2005-2006
General Tax	\$236.00
Employee Schedule – FT	\$24.00 (per each FT employee)
Employee Schedule – PT	\$11.00 (per each PT employee)
Artists - Working Space Only	\$81.00
Storage - Parking Space	\$236.00 plus \$1.53 per parking space
Billiard Parlor	\$783.00
Bowling Alley	\$783.00
Real Estate Broker	\$236.00 plus \$80.00 for each agent
Taxi Cab Company	\$236.00 plus \$50.00 for each cab
Gas Station	\$118.00 per pump plus employee schedule
Christmas Tree/Pumpkin Lots	\$119.00
Massage Parlors	\$3,126.00
Escort Services	\$3,126.00
Rental of Commercial Property *	\$81.00 per bldg. plus .39 per 100 sq ft.
Auctioneer	\$236.00
Rental of Residential Property Four (4) or More Dwelling Units *	\$25.00 per dwelling unit
Laundry Equipment and/or Coin-Op Machines *	1.5 percent of the 1st \$15,670 of gross receipts and .75 percent of gross receipts in excess of \$15,670
Coin Machines/Video/Vending Amusement *	15 percent of the 1st \$1,568 of gross receipts and 5 percent of all gross receipts in excess of \$1,568
Advertising-Billboards *	0.77 per sq.ft. per sign and 0.58 per sq.ft. for illuminated signs
Contractors/Sub-Contractors	\$236.00
Solicitors	\$236.00
Hotels/Motels	\$236.00
Business License Valuation Tax	Valuation under \$50,000 = \$47.00 Over \$500,000 = \$1.58 per \$1,000

Increase based on December CPI Rate of 2.2%
BUT NOT LESS THAN GENERAL TAX